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**OF THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN**

Item 185/2020

# ORDER NO. ROP-0101-84/20 OF THE RECTOR

**OF THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN**

of 11 March 2020

# on preventing the spread of the SARS-Cov-2 virus among the communities of the John Paul II Catholic University of Lublin

On the basis of Article 25(1) of the Statutes of the John Paul II Catholic University of Lublin and in connection with the epidemiological situation in Poland and worldwide, related to the expansion of the areas affected by SARS-Cov-2 coronavirus occurrence, with reference to the Act of 2 March 2020 on special measures related to the prevention, counteracting and control of COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws of 2020, item 374), it is ordered as follows:

Article 1

1. The following shall be suspended until further notice and with immediate effect:
	1. business trips abroad and domestic trips of all University employees,
	2. trips of students and doctoral students resulting from or related to the course of study or other educational activities, or implementation of projects regardless of the source of funding.
2. All previously issued consents for business trips within the country and abroad, which were to start after 11 March 2020, are cancelled.
3. Meetings of the bodies, including the Senate, councils, committees and panels, are limited to those necessary, convened to consider only necessary and urgent matters.
4. Employees and students returning from abroad may not stay at the premises and buildings of the University for a period of at least 14 days from the date of arrival.
5. Employees and students, including those from abroad, are recommended to stay at their current place of residence.

Article 2

The reading rooms of the University Library, the University Archive and the University Museum are closed until further notice.

Article 3

1. All conferences, meetings and events organized by the University and in its buildings are cancelled.
2. With immediate effect, the arrival of persons invited to the University, including students, is suspended until further notice, regardless of the purpose of their arrival and the entity inviting or being the purpose of the visit.
3. The organisers of the events referred to in point 1 are obliged to immediately inform such persons of the impossibility of coming to the University due to the epidemiological situation.

Article 4

The accommodation of newcomers in student residence halls is suspended, and the ban on visits to student residence halls is introduced.

Article 5

1. All teaching activities for full-time and part-time under-graduate students and post-graduate students as well as training sessions and other meetings at the University are cancelled.
2. Academic teachers conducting classes will provide their materials in electronic form or will conduct classes using e-learning methods.
3. The ICT Department is obliged to provide the possibility for remote work. The Head of ICT Department will define the possibilities and rules of remote working in a separate announcement.

Article 6

1. Mandatory restrictions concerning direct contact between workers at work are introduced.
2. In order to ensure communication, it is recommended to use e-mail correspondence and telephone calls.
3. Employees are obliged to follow and comply with the instructions of the Chief Sanitary Inspector and the Ministry of Science and Higher Education.
4. Documents and letters in paper form shall be forwarded to the relevant units through the General Office.

Article 7

1. In the case of suspected COVID-19 infection, an employee is obliged to immediately inform the sanitary services and then the employer (e-mail address dsp@kul.pl).
2. The obligation to report a suspected COVID-19 infection also applies to doctoral students and students.

Article 8

1. In order to counteract COVID-19, the employer may instruct the employee to perform the duties specified in the employment contract for a fixed period of time outside the regular work place, hereinafter referred to as remote work.
2. In justified cases, an employee may ask the head of the administrative unit (in the case of non-academic administrative staff) or the dean (in the case of academic staff) for permission to perform remote work. The above does not apply to service staff.
3. Heads of units shall ensure the functioning of the unit.
4. Performing work remotely, referred to in point 1 and 2, shall be justified in particular in the case of:
	1. the employee’s previous stay in the areas of coronavirus incidence, including when the employee has returned from abroad.
	2. a deterioration in the employee's health in a way consistent with the symptoms of coronavirus infection.
	3. a suspicion that the employee has been infected with the coronavirus as a result of contact with a sick person or a person suspected of being infected with the coronavirus,
	4. other cases, specified by a communication from the Chief Sanitary Inspector.
5. The head of the unit makes the decision regarding the remote work, agrees on its scope and duration.
6. In the situation referred to in point 5, the head of the organisational unit is obliged to:
	1. familiarize themselves and their subordinate employees on a daily basis with current announcements regarding the coronavirus, issued by the Chief Sanitary Inspector and the University;
	2. report to the ICT Department the need to provide the employee performing remote work with required resources and software.
	3. keep in contact with the employee performing remote work and supervise the effects of their work;
	4. report to the employer on the implementation of the order.
7. All questions and information should be sent to pytania@kul.pl.

Article 9

The order comes into force on the date of signature and is valid until further notice.

 Rector of KUL:

Rev. Prof. Antoni Dębiński